

ESTABLISHMENT/RENEWAL OF FEDERAL ADVISORY COMMITTEE

NAME OF COMMITTEE

TYPE:

DISCRETIONARY
STATUTORY
PRESIDENTIAL

ACTION:

NEW
RENEWAL
REESTABLISHMENT

REQUIRED DOCUMENTATION CHECKLIST - DISCRETIONARY COMMITTEES

CONSULTATION LETTER TO GSA

PROPOSED CHARTER

JUSTIFICATION STATEMENT

(explain why committee is essential, why functions cannot be performed by the proposing agency, other agency, or existing committee, why other means (such as public meeting cannot perform job, and agency plan to ensure balanced membership)

MEMORANDUM TO SECRETARY

FEDERAL REGISTER NOTICE TO ESTABLISH COMMITTEE AND CERTIFICATION

CURRENT CHARTER (IF ANY)

(for renewals, include copy of current charter on left side of folder. Also include red line version, comparing new charter to current charter)

REQUIRED DOCUMENTATION CHECKLIST - STATUTORY/PRESIDENTIAL COMMITTEES

MEMORANDUM TO SECRETARY

PROPOSED CHARTER

AUTHORIZING STATUTE AND AMENDMENTS, IF ANY

CURRENT CHARTER (IF ANY)

(for renewals, include copy of current charter on left side of folder. Also include red line version, comparing new charter to current charter)

MEMBERSHIP RECOMMENDATIONS (may be submitted with charter package or separately)

MEMORANDUM TO SECRETARY (explain nomination process and rationale for recommendations)

RESUMES FOR EACH RECOMMENDED MEMBER

APPOINTMENT/REAPPOINTMENT LETTERS TO EACH NONFEDERAL MEMBER

COMMENTS

DIVISION OF POLICY AND DIRECTIVES MANAGEMENT REVIEW

REVIEWED BY

DATE

DEPARTMENTAL COMMITTEE MANAGEMENT OFFICE REVIEW

REVIEWED BY

DATE